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ER-6-0205

Travel 6

SEP 17 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Authorization of Travel of Dependents in Cases Not Covered by

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1. With reference to the authorization of travel for dependents not included in paragraph 2b, I concur in the attached comment of Mr. Lawrence R. Houston, dated 3 August 1954, that the payment of travel for members of the family other than those defined in the referenced Regulation should be handled on an individual case basis. This approach would permit consideration of each request for dependency travel at Government expense and, at the same time, limit approvals to those cases in which such travel is warranted by the total facts involved. Thus, the actual status of dependency and residence of the members of the family concerned could be determined; the operational necessity for using the employee in a proposed assignment could be ascertained; and the degree of personal and financial hardship that would be imposed upon the employee and his dependents if travel at Government expense were not provided could be evaluated. For reasons of flexibility and equity, this procedure is considered preferable to the establishment of a uniform rule which would be unduly liberal or restrictive in nature. After an initial period of administration, the relative merits of authorizing travel on an individual basis versus applying general standards could be re-examined.

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2. It appears appropriate to vest the authority and responsibility for such exceptions in the Assistant Director for Personnel. Whereas operating officials approve travel orders involving temporary duty or a permanent change in station, the Assistant Director for Personnel is responsible for authorizing certain types of travel of an occasional nature, such as invitational travel, the travel of personnel who are appointed initially for overseas duty but who are assigned temporary duty in the United States prior to their departure overseas, and the travel of new appointees to Washington, D. C. from some point in the

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U. S. when they were employed by another Federal agency immediately prior to entrance on duty in CIA. Such travel is authorized on an individual case basis, and the Assistant Director for Personnel has discretion to approve or disapprove the requests. Delegation of authority to the Assistant Director for Personnel for the approval of travel of dependents not covered by the provisions of [] would be in conformance with this pattern. Moreover, existing facilities and procedures for processing travelers in the Office of Personnel provide a mechanism for administering these cases.

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Harrison G. Reynolds
Assistant Director for Personnel

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